

USAREUR Bulletin

Number 14

HQ USAREUR/7A, Unit 29351, APO AE 09014

15 July 2000

This bulletin expires 1 year from date of publication.

MAINTAINING BIRTH AND CITIZENSHIP EVIDENCE

USAREUR personnel should get and keep evidence of birth and citizenship. This documentation often is required on short notice to apply for a passport, marriage license, birth registration for a newborn child, or a U.S. immigrant visa for a non-U.S. citizen spouse or child.

USAREUR personnel who are U.S. citizens and who want information on where to write in the United States for birth and citizenship evidence should contact the identification card and passport section at their servicing personnel detachment. Non-U.S. citizens may get this information from an embassy or consulate of their home country.

ITALIAN VISA REQUIREMENT

DOD civilian employees, U.S. Government-accredited contractors, and family members of U.S. Forces military personnel, civilian employees, and contractors who are traveling on U.S. passports and planning to stay in Italy for more than 90 days require appropriate residence visas. Generally these persons must obtain residence visas before coming to Italy from the Italian consulate that has jurisdiction over their place of assignment or residence.

Non-U.S. citizen family members who are traveling on passports from—

- European Union (EU) countries do not need visas regardless of how long they stay in Italy.
- Non-U.S. or non-EU countries may need visas to stay in Italy for any length of time. These persons must check with an Italian embassy or consulate to determine visa requirements.

Persons without proper visas will not be allowed to stay past the time allowed for tourists (90 days) and will not be allowed

to change their status while in Italy. These persons must return to the place where they previously resided or were assigned (for example, Germany, the United States) to get visas.

- DOD civilian employees and U.S. Government-accredited contractors need a visa “for work purposes” (*visto per motivo di lavoro*).
- Family members need a visa “for family reasons” (*visto per motivo di famiglia*) unless they are traveling on EU passports.

If persons stationed in Germany require visas for official travel to Italy, orders-issuing authorities will contact the CG, USAREUR/7A, Liaison Office, American Embassy—Berlin, Neustädtische Kirchstraße 4, 10117 Berlin (civilian 030-8305-2585), for visa-application procedures. In addition, orders-issuing authorities will complete other applicable actions listed in USAREUR Regulation 600-290, paragraph 17b, at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

For persons outside Germany requiring visas for official travel, orders-issuing authorities will follow the procedures established by the servicing U.S. embassy or consulate.

ARMED FORCES CIVILIAN SERVICE MEDAL

The Armed Forces Civilian Service Medal (AFCSM) was established to recognize the contributions and accomplishments of DOD civilians engaged in prolonged military peacekeeping or humanitarian operations. Civilian employees who have been in a designated theater of operations and meet award criteria in AR 672-20, paragraph 8-14, are eligible for the AFCSM.

APPROVING AND PROCESSING AWARDS

The CG, USAREUR/7A, has delegated authority to approve the AFCSM for eligible USAREUR civilian employees to subordinate commanders in the rank of colonel or higher and civilian supervisors in the grade of GS-15 or higher.

Requests to nominate individuals for the AFCSM will be prepared on DA Form 1256 (Incentive Award Nomination and Approval). The dates of service for which the individual is being nominated must be entered in block 6c, and a statement specifying where the individual served must be included in the written award justification attached to the form. After signature by the appropriate approval official, the DA Form 1256 should be sent to the employee's servicing civilian personnel advisory center for inclusion in official personnel records.

Information on how to nominate non-USAREUR employees for the AFCSM must be obtained from the incentive-award point of contact at the nominee's respective major command headquarters.

AFCSM SETS

Commanders who are authorized to approve the AFCSM may procure AFCSM sets through normal Army supply channels. The Federal stock number (FSN) for AFCSM sets is FSN 8455-01-452-5330. Each set costs \$7.50.

CERTIFICATES

The AFCSM does not come with a certificate. DA Form 7013 (Certificate of Appreciation (General)) may, however, be presented with the medal. DA Form 7013 is available through normal Army publications channels.

The “Deployed Civilians” section on the Civilian Human Resource Management Agency website at <http://www.chrma.hqusareur.army.mil> provides more information on the AFCSM and other awards that may be used to recognize deployed civilians.

COMMUNICATIONS SECURITY

USAREUR personnel will not process, store, or send classified information on nonsecure telecommunications systems. DOD telecommunications systems include computer networks, fax machines, modems, telephones, and radios.

Use of official DOD telecommunications systems constitutes user consent to information systems security monitoring.

Commanders will ensure the following telecommunications security notification requirements are met:

➤ Official Army telephone or communications directories published in USAREUR will display the following security notice on the front cover or prominently in the general information section:

ATTENTION!

DO NOT PROCESS, STORE, OR TRANSMIT CLASSIFIED INFORMATION ON NONSECURE TELECOMMUNICATIONS SYSTEMS. OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS—INCLUDING TELEPHONES, FACSIMILE MACHINES, COMPUTER NETWORKS, AND MODEMS—ARE SUBJECT TO MONITORING FOR TELECOMMUNICATIONS SECURITY PURPOSES AT ALL TIMES. USE OF OFFICIAL DOD TELECOMMUNICATIONS SYSTEMS CONSTITUTES CONSENT TO INFORMATION SYSTEMS SECURITY MONITORING.

➤ DD Form 2056 (Telephone Monitoring Notification Decal) must be on telephones (excluding tactical telephones) and fax machines (excluding machines that are part of another device) in the Army, including secure telephone units, third generation (STU-IIIs). When the DD Form 2056 is put on STU-III instruments and fax machines used to send and receive classified information, the statement "DO NOT DISCUSS CLASSIFIED INFORMATION" will be removed.

➤ A computer log-on security notice is on all computer systems (AR 380-53).

➤ New personnel will receive a briefing on the information above.

The Office of the Deputy Chief of Staff, Intelligence, HQ USAREUR/7A, has more information on communications security (370-7214).

NEW USAREUR COMMAND MEMORANDUMS

The following USAREUR command memorandums have been distributed as shown:

➤ 2000 Combined Federal Campaign—Overseas, AEAGA-G (370-8053), 7 July 2000 (Dist: C)

➤ Fiscal Year 2000 Annual Assurance Statement, AEAGF-C (370-6279), 7 July 2000 (Dist: Sp (Staff Principals, HQ USAREUR/7A, and commanders, V Corps, 21st TSC (Prov), USASETAF, 7ATC, 7th ARCOM, 266th FINCOM, 1st PERSCOM, each ASG, National Support Element, Task Force Eagle, and Task Force Falcon))

Units included in the distribution should have received their copies. Proponent telephone numbers are listed after the office symbols.

These memorandums are also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

NEW ELECTRONIC PUBLICATIONS

The following USAREUR publications have just been published and are available only in electronic format in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>:

➤ USAREUR Regulation 190-12, USAREUR Military Working Dog Program, 10 July 2000

➤ USAREUR Regulation 190-62, Police and Investigation Services: Employment and Authority of Military Police, Unit Police, and Courtesy Patrols, 3 July 2000

➤ USAREUR Circular 37-1, Fiscal Year 2000 Yearend Instructions, 1 July 2000

➤ USAREUR Pamphlet 25-1, USAREUR Information Systems Architecture, 11 July 2000

WEEKLY UPDATE

To find out which USAREUR publications and AE forms have been digitized each week, personnel should check the Weekly Update section in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

Only items sent by or through a HQ USAREUR/7A staff office will be accepted for publication in the UB. HQ USAREUR/7A staff offices may send items by fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-SM-EB, Unit 29351, APO AE 09014), or e-mail (pubsmail@hq.hqusareur.army.mil).

The UB is distributed only by e-mail. Publications clerks who subscribe to the UB will forward each edition of the UB to e-mail accounts in their areas of responsibility.

Other personnel who would like to receive the UB may subscribe to have it delivered directly to their e-mail accounts by sending a request by e-mail to bulletin@upubs.army.mil. The subject line of the e-mail request should be "Subscribe".

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6267) or e-mail (pubsmail@hq.hqusareur.army.mil).

For the Commander:

CHARLES C. CAMPBELL
Major General, GS
Chief of Staff

Official:



MARILYN A. QUAGLIOTTI
Brigadier General, GS
Deputy Chief of Staff,
Information Management

DISTRIBUTION:

This bulletin is distributed by e-mail and is available only in electronic format.